



REPORT COVER SHEET

"Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me." Matthew 25:40

The due date for the report is **July 31, 2020**. Failure to submit the report by the due date may result in the Grantee having to return the funds. With special permission, the Grantee can receive a one-month extension to submit the report. The request for an extension must be received at least one month prior to the due date of the report.

Today's Date: _____

Grant Number: _____

Name of Organization: _____

Address: _____

Purpose of Grant: _____

Amount of Grant: _____ **Program Officer:** _____

Person Completing the Report:

Email Address:

Telephone Number

The report must include the following:

- Report Cover Sheet
- A brief description of the original objectives set for the ministry.
- Address how you were able to achieve the objectives of the ministry as a result of this grant.
- Address any internal and/or external factors that contributed to or impeded the success of this grant.
- Address how this ministry made a difference to the congregation and the community.
 - How many people attended the activity?
 - Did the number of attendees meet or exceed your expectations?
 - What, if anything, would you do differently?
- Provide 2-3 photos of the activities, with a caption or description of each photo.
- Provide copies of the media release forms* for any minors. Grantees must also keep release forms on file.
- Provide one copy of the flyer that promoted/advertised the event, or a copy of the meeting agenda.
- Describe how you plan to continue this project in the future.
- Indicate if you plan to apply for this grant again in the future, when your organization becomes eligible.

*Make additional copies of the media form, as necessary, or print additional copies from the resource section of the website (<https://www.ladybuggiving.org/forms>).

TIP: When preparing your report, consider a "brag book" or promotion presentation, rather than a technical or programmatic presentation.

EMAIL REPORT AND ATTACHMENTS TO: ladybugadmin@ladybuggiving.org